



# COVID-19: GUIDELINES FOR UNIVERSITY OPERATIONS

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The University of South Carolina Beaufort has modified its operations in the effort to protect the health and well-being of students, faculty, staff, and community. We continue to monitor the pandemic and to operate in line with guidelines from the CDC as well as state and local officials and experts in order to mitigate the spread of COVID-19.

As our campuses are gradually reopened, we rely on every individual employee to exercise common sense, good judgement, and compliance with the guidance put forth in this document.

These guidelines will be updated as appropriate. Employees should continue to coordinate with their divisions/school supervisors and monitor USCB's [COVID-19 web page](#) for current information. The university is committed to doing everything possible to ensure a secure return to campuses. By working together and following [best practices](#), we can protect the health and well-being of our entire community.

## SYMPTOM MONITORING

Employees, who are sick, should stay home. Employees are to take and record their temperatures daily and to monitor themselves for the following symptoms:

- Fever Greater Than 100.4°F
- Cough
- Shortness of Breath or Difficulty Breathing
- Sore Throat
- Muscle or Body Aches
- Headache
- Chills or Shaking
- New Loss of Sense of Smell and/or Taste
- Congestion or Runny Nose
- Nausea or Vomiting (more common in children)
- Diarrhea (more common in children).

Employees who have symptoms of respiratory illness must stay home and not come to work until they are well.

The South Carolina Department of Health and Environmental Control (DHEC) recommends that employees who have been ill not come to work: a) until 10 days have passed since their symptoms began, b) they have no fever (body temperature of 100.4°F or less using an oral thermometer) for 3 days without the use of fever-reducing medicines, and c) their other symptoms have improved.

## SOCIAL DISTANCING

Social distancing and personal hygiene are important safeguards. Employees are to:

- Maintain a distance of six feet from others
- Avoid close contact with others
- Wear cloth face coverings indoors and whenever it is not possible to maintain six feet of separation

- Wash/sanitize hands frequently
- Cover coughs and sneezes with a tissue or elbow
- Avoid contact with frequently-touched surfaces
- Clean their own work spaces routinely
- Respect the personal space of others
- Send meeting materials ahead of time for personal printing or e-viewing.

## FACE MASKS/CLOTH FACE COVERINGS

Face masks/cloth face coverings are expected to be worn by all employees on all campuses when in the presence of others and in all settings where six-foot social distancing is difficult to maintain. Face masks/cloth face coverings are not required while working alone in enclosed spaces.

[Appropriate use of face masks/cloth face coverings](#) is critical to minimizing risks to those around you. You can spread COVID-19 to others even if you do not feel sick. Face masks/cloth face coverings mask [must cover the nose and mouth to be effective](#). Home-made or commercially manufactured face masks/cloth face coverings help contain a wearer's respiratory emissions. It is recommended face coverings are made primarily of cotton and double-layered.

Reusable face masks/cloth face coverings must be [properly laundered](#) after each day's use. After one day's use, they must be laundered before another day's use. Having a week's supply of face masks/cloth face coverings can help reduce the need for daily laundering.

## PHASED-IN RETURN TO CAMPUSES

Under the direction of university officials, divisions/schools will receive a Return-to-Workplaces Plan to follow in bringing employees back to campuses in phases during July and early August. When planning for the return of employees, divisions/schools will consider the following factors along with general business requirements:

- Employee's overall risk profile
- Employee's obligation to provide dependent care
- Suitability of employee's position for remote work
- Level of hardship created either by exclusion from or inclusion in the workplace.

Supervisors will work closely with their employees to determine how to maximize productivity while minimizing health risks and remaining sensitive to circumstances, if any, created by closures of K-12 schools, daycare facilities, and summer camps.

Managers and supervisors will monitor and manage the number of employees in workplaces. Areas where workspaces are shared may require:

- Flexible work schedules
- Alternating days in the workplace with days of remote work
- Continued telecommuting
- Staggered start and end times to limit numbers of employees arriving or departing concurrently.

Numerous physical preparations are underway across campuses – including upgraded HVAC filters where feasible to improve air quality, stocking campus with PPE and other supplies, and developing foot traffic patterns to avoid crowding in tight spaces.

## MAINTAINING SHARED SPACES AND FREQUENTLY-TOUCHED SURFACES

USCB has established enhanced cleaning protocols to maintain cleanliness of shared spaces and common surfaces such as:

- Light switches
- Faucets
- Cabinet doors, drawers, and counter tops
- Copiers
- Work tables
- Break areas and conference rooms.

**EACH EMPLOYEE IS RESPONSIBLE FOR CLEANING FREQUENTLY-TOUCHED SURFACES AND SHARED SPACES AFTER USE.** Further, employees must maintain six-foot social distancing within common areas, waiting until sufficient space is available before entering and respecting the others' personal space once inside. These guidelines apply to:

- Breakrooms
- Elevators
- Stairwells
- Restrooms.

**EACH DIVISION/SCHOOL IS RESPONSIBLE** for supporting employees' compliance with guidelines by:

- Posting signage to indicate occupancy limits of shared spaces
- Keeping a box of disposable tissues in any reception area
- Removing magazines and other commonly-touched objects
- Prominently locating hand sanitizer near entryways
- Wiping down after each use any items frequently used by multiple people (e.g., copiers and copy-room supplies) with a disinfecting wipe or 70% alcohol and allowing to air dry
- Wiping down daily frequently touched personal items (e.g., telephone, keyboard, mouse, etc.) with a disinfecting wipe or 70% alcohol and allowing to air dry
- Wiping Break Room countertops and commonly-touched areas (e.g., refrigerator and cabinet handles) daily with a disinfecting wipe or 70% alcohol and allowing to air dry
- Clearing refrigerator of outdated items and wiping clean monthly and/or as needed
- Removing shared appliances such as coffee makers and water dispensers except where no-touch or single-use options are available
- Eliminating shared utensils, replacing with single use items and/or allowing employees to supply their own utensils, which must be cleaned and removed from any shared space immediately after use
- Avoiding the use of reusable dishes, but, in the event of their use, promptly washing them in hot soapy water or placing them immediately in the dishwasher (where available)
- Avoiding use of re-usable sponges and cloths and instead using paper towels or other disposable wipes to clean dishes and surfaces
- Ensuring waste receptacle is visible for prompt, no-touch disposal of trash

## WORKPLACE EDUCATION

The university will provide workplace informational signage to each division/school. Signs should be posted in common areas and other relevant spaces to ensure that employees understand and recognize the symptoms of COVID-19 and what they can do to prevent its spread.

Preferably before your return but definitely before the end of your first day back, please watch the informational videos and read the tutorial flyer listed below. Further, please take the COVID-19 educational training, which is accessed via Blackboard.

- [Handwashing](#)
- [Stop the Spread of Germs](#)
- [Face Coverings](#)
- [Beaufort COVID 19 Health for Faculty and Staff](#)

## MEETINGS

To the extent possible, meetings should be convened via online platforms – to avoid unnecessary employee contact and to ensure inclusion of employees who continue to work remotely. Where face-to-face meetings are necessary, meetings must be convened in ways that allow for six-foot social distancing – in open areas or rooms with occupancy levels that significantly exceed the numbers of participants (i.e., not greater than 33 percent of occupancy limit).

Send meeting materials ahead of time for personal printing or e-viewing

## VISITORS

Visitors and other intermittent traffic pose additional risks. Avoid non-essential visitors and take precautions to maintain safe distances between people. Employees should be proactive by:

- Using phone conferences and online meeting platforms to reduce the number of visitors
- Limiting points of entry and exit
- Designating one-way paths when possible
- Using tape, floor decals, and/or signs to identify where visitors should stand to preserve social distance
- Limiting or removing chairs
- Adding transparent barriers to protect both employees and visitors
- Providing hand sanitizer at entrances and in high-traffic areas
- Removing high-touch items such as magazines or shared pens

## VEHICLE TRAVEL

If employees must travel in vehicles to perform their duties, divisions/schools should limit the number of employees per vehicle to the maximum extent possible. Whenever possible, the number should be limited to one employee per vehicle.

Where employees are required, by job duties, to travel with a crew, vehicle occupants must:



- Wear face masks/cloth face coverings
- Use hand sanitizer regularly
- Allow for the circulation of outside air

## MENTAL AND EMOTIONAL WELL-BEING

This has been and remains a challenging time for each of us. Individuals dealing with feelings of isolation, anxiety, or stress are encouraged to use our [Employee Assistance Program](#).

Employees should discuss concerns with their supervisors and offer suggestions about how to improve health and safety in the workplace.

## RESOURCES

Please utilize the following for more information:

- Questions about USCB's COVID-19 Responses and Plans for Fall 2020:  
[usbcovid19@uscb.edu](mailto:usbcovid19@uscb.edu) or (843) 208-8099
- USCB COVID-19 Web Page: <https://www.uscb.edu/coronavirus/>
- SC Department of Environmental Health and Environmental Control Covid-19 Web Page:  
<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19>
- Centers for Disease Control and Prevention COVID-19 Web Page:  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>